

“ADVERTISEMENT FOR BIDS

Sealed bids will be opened and publicly read by the Purchasing Department of The University of Louisiana at Monroe, Coenen Hall, Room 140, 700 University Avenue, Monroe, Louisiana, at 2 PM, August 11, 2016 for the following:

Annual Bid #019 – Printing of Letterhead/Envelopes/Business Cards

Bids must be returned to the Purchasing Office in sealed envelopes. Bids must be submitted on the form enclosed herewith, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing bid must be shown on bid.

Complete bidding documents may be obtained from the Purchasing Department, The University of Louisiana at Monroe, Monroe, Louisiana, 71209-2250, via fax request at 318/ 342-5218 or State of Louisiana LaPac site:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> by referencing Bid #50006-019.

No bid may be withdrawn for a period of thirty (30) days after receipt of bids.

The Owner reserves the right to reject any and all bids and to waive any informalities incidental thereto.

The University of Louisiana at Monroe adheres to the equal opportunity provisions of federal civil rights laws and regulations.”

<p align="center">Notice To Vendors</p> <p align="center">This Is Not An Order. It Is Merely A Request For Prices</p>	<p align="center">THE UNIVERSITY OF LOUISIANA AT MONROE Monroe, Louisiana REQUEST FOR QUOTATION</p> <p align="center"><u>PUBLIC INFORMATION</u></p> <p align="center">Department _____</p>	<p align="center">8-Jul-16</p>	<p align="center">Date and Time by Which Quotation Must be Returned 02:00 PM, Central Time August 11, 2016</p>
<p>COMPLETE THIS SECTION (Name and Address of Vendor (Firm or Individual)) BEFORE RETURNING</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<p>TO THE VENDOR:</p> <p>To be returned on or before date specified above to:</p> <p>THE UNIVERSITY OF LOUISIANA AT MONROE PURCHASING DEPARTMENT, COENEN HALL 140 700 UNIVERSITY AVE (Physical Add: 4014 LaSalle) MONROE, LOUISIANA 71209-2250</p> <p>NOTE: THE UNIVERSITY RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES</p> <p>THIS BID IS DUE IN PURCHASING OFFICE AS STATED ABOVE LATE BIDS NOT ACCEPTED</p>	
<p>PURCHASE REQUISITION NO.R0012142 BID 50006-019(16/17) P. O. No. _____</p>			
<p align="center">INSTRUCTIONS TO BIDDERS:</p>			
<ol style="list-style-type: none"> READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. THIS BID IS TO BE MANUALLY SIGNED IN BLUE INK. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LIST IN THIS SOLICITATION. THIS IS A SEALED BIDS. MUST BE MAILED OR DELIVERED TO THE PURCHASING DEPARTMENT, COENEN HALL 140, 700 UNIVERSITY AVE, MONROE LA 71209. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER. BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES. NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. <u>COPIES OF EVALUATION CAN BE FAXED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST. PLEASE DO NOT CALL</u> IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN. 			
<p>For questions regarding this bid, please contact <u>Susie Clay</u> at <u>318/342-5209</u>.</p>			
<p>TO THE VENDOR:</p>	<p align="center">TO BE COMPLETED BY VENDOR</p> <p>Name of Vendor (Firm or Individual) _____</p> <p>Signature _____</p> <p>Name (Printed) _____</p> <p>Email _____</p> <p>Telephone # _____</p> <p>Fax # _____</p> <p>Title _____</p> <p>Quote # _____</p> <p>Date Submitted _____</p>		
<p>Terms Are Net 30 Days</p>			

THE UNIVERSITY OF LOUISIANA AT MONROE
INFORMATION FOR BIDDERS AND STANDARD CONDITIONS

1. GENERAL INFORMATION

- a. Address all inquiries and correspondence to the buyer at the phone and address as shown on cover page.
- b. Bids will be accepted in the Office of the Director of Purchasing, Purchasing Department, Coenen Hall, Room 140, 700 University Avenue, Monroe, LA 71209-2250, until time and date as stated on cover page. Physical address for hand delivery is Coenen Hall, Room 140, 4014 LaSalle Street, Monroe LA 71209.
- c. Formal bids, amendments thereto or requests for withdrawal of bids or any part thereof received after time specified for bid opening will not be considered, whether delayed in the mail or for any other cause whatsoever.

2. BID FORMS

- a. All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids in the following manner will not be accepted:
 - i. Bid contains no signature indicating intent to be bound;
 - ii. Bid filled out in pencil; and
 - iii. Bid not submitted on the university's standard forms.
- b. Bids must be received at the address specified in the solicitation prior to bid opening date and time in order to be considered. Telegraphic and Fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time. Entire bid should be returned, except item pages not bid.

3. STANDARDS OF QUALITY

- a. Any product or service bid, shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation, unless otherwise specified in the solicitation, and manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.
- b. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging and of best quality as measured by acceptable standards of the trade, and any defects in any product may cause its rejection. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation, where applicable, all products are to be covered by standard factory warranty unless otherwise specified by the University.
- c. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the buyer to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit descriptive information may cause bid to be rejected. Any change made to manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

4. BID OPENING

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the purchasing office of The University of Louisiana at Monroe. Bid tabulations may be secured only after written request.

5. REJECTION OF BIDS

Bids from bidders who have a documented history of providing substandard products and/or services will be rejected and returned unopened to the bidder.

6. AWARDS

- a. Unless otherwise stated, award will be made to the lowest, responsible bidder, taking into consideration the quality of the products to be supplied and their conformity with the specifications.
- b. The university reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
- c. Preference is hereby given to materials, supplies, and provisions, produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.

- d. Only the issuance of a purchase order constitutes acceptance on the part of the University. The University of Louisiana at Monroe adheres to the equal opportunity provisions of federal civil rights laws and regulations.

7. **PRICES**

- a. Unless otherwise specified by the university in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. Destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation. Failure to do so may result in your bid being rejected.
- b. The University will not aid in the unloading of any freight, nor be responsible for any additional freight charges. Charges for extra freight labor needed for unloading bulky or heavy items as defined under National Motor Freight Regulations must be included in bid prices.
 - i. **Non-Installed Merchandise.** If you are the successful bidder, you are to make notation on freight bills and bills-of-lading that shipper guarantees charges to protect University against contingency of additional freight charges. Should extra charges be necessary, they will be charged back to the shipper.
 - ii. Instruct the shipper to include on bills-of-lading and freight bills our Purchase Order Number and our company name as first or second vendor. We are more concerned from whom we purchased the merchandise than from whom the merchandise was shipped. If freight is unidentifiable, the University will be forced to refuse shipment.
 - iii. **Installed Merchandise.** All merchandise bid upon "installed" means that you are to deliver, be on hand to receive merchandise when it reaches our premises, uncrate or unpack, assemble and set in place ready for operation, and remove debris from site.
 - iv. The only exception to this statement will be those of instances where installed merchandise comes onto the Campus and is of a nature that the freight line can handle the items involved without the aid of University personnel. In these instances we will allow the freight line to unload the merchandise at the proper site, and will then notify the proper vendor that the merchandise is on hand and ready for installation.
 - v. The shipment is to be consigned to your establishment in care of THE UNIVERSITY OF LOUISIANA AT MONROE with notation on bills-of lading for the freight carrier to contact you, the vendor, before delivery. The University will take no part in the delivery of this merchandise except as noted above.
 - vi. Should for any reason merchandise of a nature requiring additional unloading labor be delivered to our Campus without the vendor being here to receive the freight, the University will refuse to receive the freight and ask the freight line to contact the vendor to arrange for proper delivery. The University will not be responsible for re-delivery charges.
- c. Cash discounts will be considered and time will be counted for date of delivery at the University of Louisiana at Monroe or from date correct invoice is received from contractor, if latter date is later than date of delivery. A cash discount for less than 30 days will not be considered in making an award.
- d. All bids must be firm prices, free of any escalator clauses.

8. **NEW PRODUCTS**

Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise specified in the solicitation.

9. **DELIVERIES**

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation.

10. **TAXES**

Vendor is responsible for including all applicable taxes in the bid price. The University of Louisiana at Monroe, a state agency, is exempt from all state and local sales and use taxes.

11. **PAYMENT**

After receipt and acceptance of order and receipt of valid invoice, payment will be made by the University of Louisiana at Monroe within thirty (30) days. Payment will be made at the respective unit prices shown on the bid, less any percentages off list price, less Federal excise tax, less cash discount earned.

12. **CONTRACT CANCELLATION**

The University of Louisiana at Monroe has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

13. **DEFAULT OF CONTRACTOR**

Failure of a contractor to deliver within the time specified, or failure to make replacements of rejected articles, shall permit the University to purchase in the open market articles of comparable grade to take the place of those rejected or not delivered. On all such purchases the contractor shall reimburse the University for any expense incurred in excess of contract prices. Such purchases will be deducted from contract quantities.

14. **CONTRACT RENEWALS**

Upon agreement of the University of Louisiana at Monroe and the Contractor, a term contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed thirty-six (36) months.

15. **ORDER OF PRIORITY**

- a. In the event there is a conflict between the Instructions to bidders or Standard Conditions and the Special Conditions, the Special Conditions shall govern.
- b. Any interpretation of the documents will be made by Addendum only, issued by the purchasing department, and a copy of such addendum will be mailed or faxed to each person receiving a set of the bid documents. The University will not be responsible for any other explanation of the documents.

16. **APPLICABLE LAW**

All contracts shall be construed in accordance with and governed by the Laws of the State of Louisiana.

17. **COMPLIANCE WITH CIVIL RIGHT LAWS**

By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

18. **SPECIAL ACCOMMODATION**

Any "Qualified individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

19. **INDEMNITY**

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

20. **SIGNATURE AUTHORITY**

ATTENTION: .R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. You must indicate which of the following apply to the signer of this bid.

PLEASE CIRCLE ONE:

1. The signer of the bid is either a Corporate Officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in Commendam as reflected in the most current Partnership Records on file with the Secretary of State. A copy of the Annual Report or Partnership Record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the Bidder Authorized to submit this bid as evidenced by documents such as, Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the Resolution, Certification, or other supportive documents must be attached hereto.

3. The bidder has filed with the Secretary of State an Affidavit or Resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.

21. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty of "nolo contendere" to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

22. **CERTIFICATION OF NO SUSPENSION OR DEBARMENT.**

By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA), in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.EPLS.gov>.

23. **FEDERAL CLAUSES, IF APPLICABLE**

ANTI-KICKBACK CLAUSE- The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

CLEAN AIR ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

ENERGY POLICY AND CONSERVATION ACT- The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statutes required in the Anti-Lobbying Act and the Debarment Act.

THE UNIVERSITY OF LOUISIANA AT MONROE

Purchasing, Adm. Bldg., Rm. 1-29
700 University Ave., MONROE, LA 71209-2250
Phone 318/342-5205, Fax 318/342-5218

Bid #19, Due August 11, 2016, @ 2 PM Central

We invite your bid on furnishing Printing of Letterhead/Envelopes/Business Cards for the period of award through June 30, 2017. Please be advised this is a blanket bid and the unit prices quoted are to remain firm for this period.

Based upon mutual agreement between The University of Louisiana at Monroe and the successful bidder, this contract may be extended for two (2) additional twelve (12) month periods at the same price and terms. Both parties must agree to any extension, and the decision will be made at each interval. These renewals are contingent upon funding by the Louisiana State Legislature.

The University may at its option cancel the contract upon thirty (30) days written notice.

The quantities indicated are the approximate number which will be required during this period; however, no specific quantities are guaranteed.

This is a blanket bid items will be ordered on an "as needed" basis by individual departments of the University.

SPECIAL CONDITIONS:

1. Please submit your quote on the following items. All items are as specified or approved equal. The brand given is to establish quality desired and does not exclude other brands.
2. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications.
3. Failure to comply with this request may eliminate your bid from consideration.
4. Any additions, deletions, or variations from the specifications should be noted in writing.
5. Any interpretation of the documents will be made by addendum only, issued by the purchasing department. You may fax questions to the purchasing department at 318/342-5218.
6. Unless otherwise specified, bids on this contract will be assumed to be firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the specified contract period.
7. All line items bid must have a brand specified.
8. All shipping and handling charges must be included in unit bid quote price.
9. Please provide estimated delivery date if different from those requested in specifications. Delivery locations and procedures will be specified later. _____
10. Pricing shall be given in the quantities listed.
11. No overruns or underruns will be accepted.
12. Quality of workmanship must be of first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, or miss-matched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment until the contract controversy is resolve.
13. Successful vendor will be required to provide online storefront (ordering) for all items specified in specifications. The storefront will need to be able to provide proof for approval, detailed statements for each order placed, inventory alerts, and order history. Successful vendor will need to include training for multiple users on campus.
14. Billing of departmental charges will be provided on an Excel spreadsheet by the 3rd of each month. A spreadsheet must also be provided by the 3rd of each month for those few accounts requiring direct billing. (Format for spreadsheets and reporting details will be provided to successful vendor.)
15. 2015-16 print volumes are attached. Samples are attached, but do not represent all formats.

University of Louisiana at Monroe
Letterhead/Envelopes/Business Cards
2015/16 Print Volumes - Approximate

	Number Orders	Quantity per Order	Total Printed	Total Volumes
Business Cards:				
Institutional	2	500	500	
	110	250	9750	
				10250
Athletic	7	500	5500	
	2	250	500	
				6000
Athletic Kraft Envelopes 9.5x12.5	1	1000	1000	1000
Athletic TicketOffice- #6.75ComEnv	1	2000	2000	2000
Athletic TicketOfficeEnv-9.5x12.5	1	2000	2000	2000
Athletic Track #10 Env-Win- NewBulk	1	1500	1500	1500
Envelopes:				
Institutional #10 Env w/Indicia	1	500	500	
	1	3000	3000	
				3500
Institutional #10 Reg Envelopes				
	9	500	4500	
	6	1000	6000	
	2	1500	3000	
	3	2000	6000	
	1	3000	3000	
				22500
Institutional #10 Window Env w/Indicia				
	1	1500	1500	
	1	2500	2500	
	1	10000	10000	
				14000
Institutional #10 Window Envelopes				
	1	1000	1000	
	1	1500	1500	
	1	2000	2000	
	2	3000	6000	
	2	10000	20000	
				30500
Institutional Kraft Envelopes 9x12				
	1	500	500	
				500
ULM #9 Business Reply Envelopes				
	1	500		

	1	1000		1500
<hr/>				
Letterhead:				
Institutional Letterhead				
	8	500	4000	
	10	1000	10000	
	5	1500	7500	
	1	2000	2000	
	3	10000	30000	
				53500
Athletics	1	2000	2000	
	1	1000	1000	
				3000
<hr/>				

SPECIFICATIONS:

1. ULM INSTITUTIONAL BUSINESS CARDS:

PRICE PER QUANTITIES:

50 _____; 100 _____; 250 _____; 500 _____; 750 _____; 1000 _____

Size: 3.5x2

Stock: 100# Silk Cover

Print: (2-sided) Both Sides – 4CP / 4CP with Bleeds

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM institutional business card format. The vendor will use the templates to produce department-specific business cards. (See samples attached)

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

2. ULM ATHLETIC BUSINESS CARD

PRICE PER QUANTITIES:

50 _____; 100 _____; 250 _____; 500 _____; 750 _____; 1000 _____

Size: 3.5x2

Stock: 100# Silk Cover

Print: 4CP / 4CP with Bleeds

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM athletic business card format. The vendor will use the templates to produce department-specific business cards (see samples attached).

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

3. ULM INSTITUTIONAL LETTERHEAD

1) --PLEASE PRICE >>> Print, 2Color: PMS 208 / Cool Gray 10 C

PRICE PER QUANTITIES: 500 _____; 1000 _____; 1500 _____; 2000 _____; 2500 _____;
3000 _____; 3500 _____; 4000 _____; 4500 _____; 5000 _____; 7500 _____; 10,000 _____

2) --PLEASE PRICE >>> Print, 1Color: PMS 208

PRICE PER QUANTITIES: 500 _____; 1000 _____; 1500 _____; 2000 _____; 2500 _____;
3000 _____; 3500 _____; 4000 _____; 4500 _____; 5000 _____; 7500 _____; 10,000 _____

Size: 8.5x11

Stock: 20# Capitol Bond (25%) - White

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM academic letterhead format. The vendor will use the templates to produce department-specific letterhead.

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

4. ULM ATHLETIC LETTERHEAD

1) --PLEASE PRICE >>> Print, 2Color: PMS 465 / BLACK

PRICE PER QUANTITIES: 500 _____; 1000 _____; 1500 _____; 2000 _____; 2500 _____;
3000 _____; 3500 _____; 4000 _____; 4500 _____; 5000 _____; 7500 _____; 10,000 _____

2) --PLEASE PRICE >>> Print, 1Color: PMS 465

PRICE PER QUANTITIES: 500 _____; 1000 _____; 1500 _____; 2000 _____; 2500 _____;
3000 _____; 3500 _____; 4000 _____; 4500 _____; 5000 _____; 7500 _____; 10,000 _____

Size: 8.5 x 11 plus bleeds

Stock: 20# Capitol Bond (25%) - White

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM athletic letterhead format. The vendor will use the templates to produce department-specific letterhead.

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

5. ULM INSTITUTIONAL & ATHLETIC ENVELOPE

PRICE PER QUANTITIES: 500 _____; 1000 _____; 1500 _____; 2000 _____; 2500 _____;
3000 _____; 3500 _____; 4000 _____; 4500 _____; 5000 _____; 7500 _____; 10,000 _____

Sizes/Stock: 24# White Wove Regular Envelope -- #10 Regular, #10 Window, #9 Regular, #10 Security Window - White or Kraft -- 9x12 Catalog, 9.5x12.5

Catalog Print: 1-sided (PMS 208 -- or -- Black) (without bleed and with-single bleed) (see samples attached)

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM academic and athletic envelope formats. The vendor will use the templates to produce department-specific envelope.

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials.

6. ULM INVITATIONS

1) --PLEASE PRICE >>> Print, 2Color: PMS 208 / Cool Gray 10 C

PRICE PER QUANTITIES: 25 _____; 50 _____; 75 _____; 100 _____;
150 _____; 250 _____

2) --PLEASE PRICE >>> Print, 1Color: PMS 208

PRICE PER QUANTITIES: 25 _____; 50 _____; 75 _____; 100 _____;
150 _____; 250 _____

Size: A7; 5x7

Stock: 100# Accent Smooth Opaque White Cover

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM Academic/Athletic Invitation format.

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

6. ULM NOTE CARDS

1) --PLEASE PRICE >>> Print, 2Color: PMS 208 / Cool Gray 10 C

PRICE PER QUANTITIES: 50 _____; 100 _____; 250 _____

2) --PLEASE PRICE >>> Print, 1Color: PMS 208

PRICE PER QUANTITIES: 50 _____; 100 _____; 250 _____

Size: A2; 4.25x5.5

Stock: 100# Accent Smooth Opaque White Cover

Artwork: The Office of Public Information Graphic Design will provide a template of the artwork in the approved ULM Note Card format.

Proofs: When departments order online, the information entered is accessible for changes/edits. Once the information is satisfactory, the final order is to be submitted and the vendor will produce items as ordered.

Expected Turn-Around: 5-10 working days from order submission to receive printed materials

University of
LOUISIANA
Monroe

President's Academy

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University of
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Monroe

**President's
Academy**

UNIVERSITY OF LOUISIANA AT MONROE
PRESIDENT'S ACADEMY

AND

PRESIDENT NICK J. BRUNO

CORDIALLY INVITE YOU TO ATTEND THE

**LEARNING EXHIBITION AND
AWARDS CEREMONY BANQUET**

FRIDAY, JUNE 24, 2016

EXHIBITION: 11:30 - 12:00 p.m.	LOCATION: Student Union Building
CEREMONY & BANQUET: 12:00 - 1:30 p.m.	2nd Floor Ballroom A

A lunch buffet will be served.



PLEASE RSVP TO: stockley@ulm.edu • 342-3216

The logo of the University of Louisiana Monroe is centered at the top. It features a maroon shield with a gold border. Inside the shield, the text "University of" is in a small, white, sans-serif font, "LOUISIANA" is in a large, bold, white, serif font, and "Monroe" is in a medium, white, sans-serif font.

University of
LOUISIANA
Monroe

President Nick J. Bruno

invites you and a guest to

Dinner with the President

Tuesday, May 3, 2016

6:30 p.m.

Little Village Restaurant

447 Third Street, Baton Rouge, LA 70801

Please RSVP by April 22, 2016

318.342.1010 or masters@ulm.edu

#TAKEFLIGHT



WARHAWK ATHLETICS

SCOTT STOKER

LINEBACKERS COACH

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Member of the UL System • AA/EOE

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ULMWARHAWKS.COM

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